



Red River Valley Conservation Service Area

Joint Powers Board Regular Meeting Wednesday June 8, 2016

Mahnomen County Courthouse, 311 N Main St, Mahnomen

Meeting Minutes

Attendance sheet is filed separately and a copy is available upon request.

Call to Order

Chairman Flottesch called the meeting to order at 9:32 a.m. Without quorum, no official action will be taken today.

Approval of April Meeting Minutes

No changes noted.

Flottesch recommended approval.

Financial Reports

Program Summary and May Treasurer's Report was reviewed. Both Shared Services grants are ready for their next 40% installment. These have been requested from BWSR.

Flottesch recommended approval.

TSA Reports

Engineer's Report, Jim Hest

- Completed 72 WSCBs, 40 Grade Stabilizations and 38 acres of Ag Wetland Banking
- Designed 37 WSCBs, 10 Grade Stabilizations and 100 feet of Streambank
- Surveyed but yet to design – 6 WSCBs, 2 Streambank Protections and 1 Grassed Waterway
- Still need to be surveyed – 3 WSCBs, 10 Grade Stabilizations and 1 Streambank Protection

Technician's Report, Jeff Haverland

- Constructed 12 WSCBs and 1 Grassed Waterway
- Yet to construct – 13 WSCBs and 3 Shoreline Protections
- 10 Shoreline Protections to survey & design
- 4 Grade Stabilizations to design
- 1 Wetland Bank and 1 Rain Garden are in the planning stage

Shared Services, Mary Steinlicht

- Recently completed
 - Install guides for ArcGIS desktop
 - Arc collector guides on how to use and create map applications
 - Two collector map applications
 - Irrigation parcel and landowner maps
 - 10 installs of ArcGIS desktop

- Future projects
 - Install ArcGIS desktop for Mahnomen county
 - ArcGIS training for Norman and East Polk
 - Buffers for Norman and Mahnomen

Enhanced Shared Services

ESRI Enterprise License Agreement

The TSA budgeted to provide one copy of ArcGIS desktop for each office. However, we qualify for small government licensing which would allow a 3 year agreement paid annually at a substantial savings with unlimited ESRI software offerings. Maintenance and support is included in this as well.

Technology – Hardware & Software

All iPads are in Becker. Mary will have these soon and will deliver to each District individually. She will make arrangements with all Districts.

System Development

This is simple to set up online. We are working with Houston Engineering to configure ArcGIS server. They will develop a system that will work with everyone and streamline into our current systems, projects and other agencies that we do business with. The added expense of using a consultant will increase functionality and usefulness of the program.

Training Opportunities

ESRI basic and enhanced training system for all users will be an additional fee to offer one or two day training. Mary will offer hands on training as well.

Jeff and Jim now have new Trimble survey units.

BWSR Updates

Board Conservationist, Brett Arne

Enhanced Shared Services will continue for the next couple years offering \$125,000 with no match and an additional \$115,000 with a 25% local match. This is in addition to the local NPEA grant of \$150,000. In 2018-19, BWSR will reassess the match requirement for Shared Services. This grant money must be spent within 3 years and much of it can be used the same as our NPEA dollars. There would need to be a slight modification to the work plan in order to do this as we have already marked most of the money towards technology. With reduced costs from ESRI's software package, we will have grant money remaining to spend elsewhere.

We are still negotiating a TSA server package that will be shared between Districts for IT and network support. With USDA systems changing frequently, this may be something we need to look at into the future. Houston Engineering would be willing to assist District's with using the technology that we have recently purchased. Bryan Malone, Darren Newville and Peter Mead will serve on a committee as advisors for needs and assessments on a technology package for our TSA. Southwestern MN counties currently use a service coop for their IT needs. This is another option. Hiring a technician to assist with new projects and technology usage may be helpful.

Human Resources

Performance Appraisals

TSA board members hold discussion as employees are excused from the meeting. Survey results were reviewed by Mead. A scale from 1 to 5 brought in high, mid and low three's. Many of the comments suggested that Jim isn't always available and some projects exceed Jeff's Technical Approval Authority. Communication amongst employees and Districts is always a concern and remains an obstacle.

Communication between administrations was discussed as well; secondary host District should be more involved with day-to-day operations or at least monthly reports in order to address performance concerns in a timely fashion. Becker and East Polk have agreed that communication between the two Districts will increase. We will revisit performance in 3 months and will look for more improvement in the future.

Employee Compensation

Employee requests are as follows: Mary 3%, Jeff 3% and Jim 2.5%. Actuals written in the budget: 2, 3 and 3. The board recommends a dollar figure wage increase instead of a percentage increase.

The unanimous recommendation of board members present is to offer all three staff an equal increase of \$1,650 per year for fiscal year 2017.

TSA 8 has a new employee. Mitch Brinks was hired by Melissa Barrick in Crow Wing. As Becker is still host district for TSA 8 grant money, we have been paying his salary until the grant turns over to TSA 8 entirely.

FY 2017 Budget & Operations

Mead reviewed the FY17 budget noting just a few changes from previous reports. We have budgeted less towards training expenses, the fund balance offset for salaries will be taken from Shared Services and salary modifications will take place based on performance appraisals and the discussion at this meeting.

Equipment/Vehicle Requests

Jim requested a new monitor which we have on hand. Jim's truck was mentioned again. He has received quotes to repair the body deterioration. Concern was expressed that replacements may be needed in the near future and not wanting to incur both expenses at the same time. Jeff is just over 85,000 miles and Jim is nearing 125,000 miles. Mead expressed that both are in fine working order and suggested "crossing that bridge" if and when we come to it and evaluating options such as leasing before committing to the investment.

The unanimous recommendation of board members present is to approve the FY 17 Budget as modified.

RRVCSA Reorganization

Review Draft Joint Powers Agreement Amendment

MCIT has reviewed the amended agreement. The amended and restated Joint Powers Agreement will include additional definitions to section IV and the following requirements:

- Clearly defined north and south region by list of Districts.
- Changes under 5.2A Qualifications: "Each director and alternate must be a member of the appointing District Board of Supervisors..." This will allow for easier voting options and fewer quorum restrictions.

- Distinctions under 5.3C Other: *“An executive committee may be established by the RRVCSA Board to make necessary operational decisions.”*

Additional modifications were discussed and will be added.

Next Steps

After updates are made, this will be sent to MCIT, the Becker County Attorney and the Secretary of the State for their review and approval.

The unanimous recommendation of board members present is to approve the new Joint Powers Agreement as modified and approved through the agencies above.

Other / Additions

Lease requirements and updates for both Jeff and Jim for the coming fiscal year.

Next Meeting

First meeting of the 2017 fiscal year will be set for Wednesday, November 2, 2016. If a quorum is met, we can hold a special meeting to approve the FY17 budget and other items voted on today at the Area 1 meeting on Tuesday, June 21st in Detroit Lakes. Correspondence and a special agenda will follow.

Adjourn

As there is nothing further to report, Chairman Flottesch adjourned the meeting at 11:13 a.m.

Approved: Peter Revier, RRVCSA TSA-1 Secretary

Date: November 15, 2016